GENERAL SERVICES ADMINISTRATION

- Federal Supply Schedules (FSS), also known as Multiple Award Schedule (MAS)

- FAR 8.404 & DFARS 208.404-70
- FAR 16.505(b)

- Small Business Coordination (DD Form 2579) is required on all FSS/MAS

- Synopsis is not required if using GSA Procedures

ORDERING PROCEDURES
Spares/Services (No SOW)

< $2,500 - Place Order directly with contractor for the item that best meets your needs

>$2,500 and < Maximum Order Threshold –

Review GSA Advantage! OR

Review 3 Schedule Online Shopping Service Contractor's Price List

Select Best Value

Document

> Maximum Order Threshold –

Review GSA Advantage! OR

Review Additional Price Lists (3+)

Seek Price Reduction from Contractor with Best Value Document

ORDERING PROCEDURES

Services With SOW

- **< $2,500** – Place Order directly with contractor for the item that best meets your needs

- **> $2,500 and < Maximum Order Threshold –**
  Prepare PSOW and RFQ
  Transmit to at least 3 Contractors
  Evaluate IAW RFQ
  Select Best Value
  Document

- **> Maximum Order Threshold –**
  Prepare PSOW and RFQ
  Transmit to additional Contractors
  Evaluate IAW RFQ
  Select Best Value
  Document

(Competitive only if CO provides a fair notice of the intent to make the purchase)

SERVICES > $100,000

Contracting Officers Must:

Solicit as many as practicable

RECEIVE offers from at least 3 Contractors

Determine in Writing that no add'l contractors can fulfill requirement

Document efforts made

Ensure ALL offers are fairly considered

If 3 Offers are NOT Received:

CO determines in writing –

No additional qualified contractors were able to be identified despite reasonable efforts.

DOCUMENTING BEST VALUE

Involves trade off between technical and cost

Consider Level of Effort & Mix of Labor proposed

Must show consistency with RFQ’s ITOs and Best Value Narrative

Make determination that the total FFP or Ceiling Price is Fair & Reasonable

Document basis for Selection and Rationale for any Trade Offs

If not FFP, follow normal procedures for documenting why using other types

Competitive VS Sole Source

Spares shall be placed competitively!

Services shall be placed competitively unless waived –

- Written Determination IAW FAR 16.505 (b)(2)(i) through (iii) OR
- A Statute Expressly Authorized Purchase from a Specified Source

A Sample GSA Decision Document is in the Contracting Handbook

Approval Levels are the same as J&As.

- Legal Review: >$1M
- Approval: < $500K – PCO
  - > $500K <$10M – PKP
  - > $10M – WR-ALC/CC/CD/CV

DOS AND DON'TS

Do Keep it simple and straight forward

Do identify the basis of selection and evaluate accordingly

Do use Performance Based SOWs

Do allow contractors to propose labor skill mix and associated hours

Do Not mix FSS items and Non-FSS items

Do Not use FAR Part 15 Procedures

GENERAL INFORMATION:

A Non-FSS/MAS Contractor cannot challenge agency's determination to compete among FSS vendors